



**Billing Code: 5001-06**

**DEPARTMENT OF DEFENSE**

Office of the Secretary

[Docket ID DoD-2018-OS-0011]

Submission for OMB Review; Comment Request

**AGENCY:** Office of the Under Secretary of Defense for Personnel and Readiness, DoD.

**ACTION:** 30-day information collection notice.

**SUMMARY:** The Department of Defense has submitted to OMB for clearance the following proposal for collection of information under the provisions of the Paperwork Reduction Act.

**DATES:** Consideration will be given to all comments received by [INSERT 30 DAYS FROM PUBLICATION IN THE FEDERAL REGISTER].

**ADDRESSES:** Comments and recommendations on the proposed information collection should be emailed to Ms. Jasmeet Seehra, DoD Desk Officer, at [oir\\_submission@omb.eop.gov](mailto:oir_submission@omb.eop.gov). Please identify the proposed information collection by DoD Desk Officer, Docket ID number, and title of the information collection.

**FOR FURTHER INFORMATION CONTACT:** Fred Licari, 571-372-0493, or [whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil).

**SUPPLEMENTARY INFORMATION:**

**TITLE; ASSOCIATED FORM; AND OMB NUMBER:** Department of Defense New

Hire Forms; DD X735, DD X739, DDX741; OMB Control Number 0704-XXXX.

**TYPE OF REQUEST:** Existing collection.

**NUMBER OF RESPONDENTS:** 82,000

**RESPONSES PER RESPONDENT:** 1

**ANNUAL RESPONSES:** 82,000

**AVERAGE BURDEN PER RESPONSE:** 5 minutes.

**ANNUAL BURDEN HOURS:** 6,833.35 hours.

**NEEDS AND USES:** The information collection requirement is necessary to ensure that all new hires across the Department of Defense meet the basic requirements of civil service. The New Hire Forms, DD X735, "Release/Consent Statement," DD X739, "Civilian Employee's Military Reserve, Guard, or Retiree Data," and DD X741, "Term Employment Statement of Understanding," supplant and standardize the paperwork used throughout the Department of Defense to verify the eligibility of onboarding employees.

**AFFECTED PUBLIC:** Individuals or Households.

**FREQUENCY:** On occasion.

**RESPONDENT'S OBLIGATION:** Voluntary.

**OMB DESK OFFICER:** Ms. Jasmeet Seehra.

You may also submit comments and recommendations, identified by Docket ID number and title, by the following method:

Federal eRulemaking Portal: <http://www.regulations.gov>. Follow the instructions for submitting comments.

Instructions: All submissions received must include the agency name, Docket ID number, and title for this Federal Register document. The general policy for comments and other submissions from members of the public is to make these submissions available for public viewing on the Internet at <http://www.regulations.gov> as they are received without change, including any personal identifiers or contact information.

**DOD CLEARANCE OFFICER:** Mr. Frederick Licari

Requests for copies of the information collection proposal should be sent to Mr. Licari at [whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil).

Dated: May 29, 2018.

Shelly E. Finke,

Alternate OSD Federal Register,

Liaison Officer, Department of Defense.

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